

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"Veterans First"



Classification: **Secretary (\$2,510 - \$3,051)**
Permanent, Full-time

Location: Department of Veterans Affairs
Farm and Home Administration
1227 O Street
Sacramento, CA. 95814

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY. **Applications will be screened and only the most qualified will be interviewed.**

Department-specific information:

- Low-cost parking located in very close proximity to the CDVA building.
- One block from Light Rail.
- Free on-site exercise facility.

Duties and Responsibilities:

The California Department of Veterans Affairs is recruiting for a Secretary in the Farm and Home Administration office. Under the general supervision of the Chief, Farm and Home Administration, the incumbent performs the duties associated with the administration of Farm and Home programs. Duties include, but are not limited to:

- Various administrative and clerical duties needed to run an office efficiently and smoothly.
- Scheduling meetings, appointments or conference calls on behalf of Chief, Farm and Home
- Organizing and preserving paper and computer files
- Managing projects,
- Handling travel arrangements,
- Performing research
- Distributing information through the use of telephones, mail and e-mail

Desirable Qualifications:

- Excellent organizational skills;
- A positive, outgoing personality;
- Good communication skills - ability to listen and verbalize clearly with CDVA staff, Veterans and the general public;
- A high degree of initiative (i.e. self-starter)
- Ability to conduct research, prepare documents, and complete projects to meet deadlines;
- Excellent attendance and dependability;
- Knowledge and skill with Personal Computers, i.e., Microsoft Word, Excel, Access, PowerPoint, and Adobe Acrobat.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Office
1227 O Street, Room 402
Sacramento, CA 95814
Attn: JACQUIE HAYES – REFER TO: M80 # 61-05/06

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Final Filing Date: January 27, 2006 or until filled